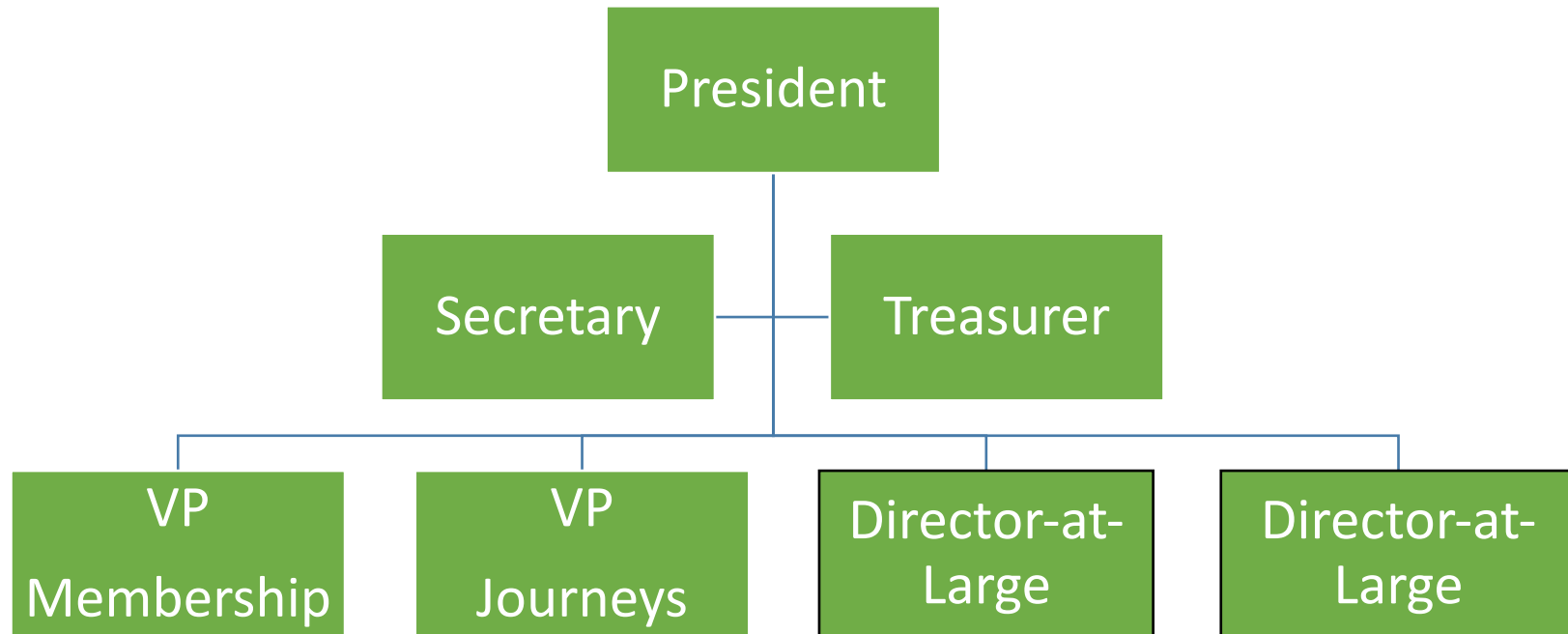


## FFO BOARD OF DIRECTORS

### “GENERAL ACCOUNTABILITY STATEMENT AND KEY ACTIVITIES”



Note: Immediate Past President is an Ex-officio member of the Board with voting privileges.

**FFO President**

**General Accountability:**

Reporting to the FFO membership and functionally to FFI, the FFO President is accountable for the overall direction and management of club activities, the stewardship of the club’s charter and the development of FFO priorities and strategies that ensures ongoing club vitality and enriches the club’s vision, mission and values.

**Key Activities**

- Provides overall managerial direction to the Club.
- Oversees the roles and responsibilities of the Board of Directors
- Acts as the Chief spokesperson for FFO, including media relations.
- Reflects local and global trends to maximize FFO’s strength and growth.
- Remains informed on FFI initiatives and guides the formation of FFO’s strategies and priorities.
- Reports to the Club on matters pertaining to FFI and to FFI on matters pertaining to FFO.
- Updates FFO by-laws as required.
- Presides over all Club meetings.
- Ensures that club requirements for renewals, e.g. club charter and insurance, are met.

**Strategies**

- With the VP Journeys, surveys the membership on preferences for inbound & outbound journeys; submits Request for Inbound and Outbound Journey Forms to FFI Matching Coordinator
- With the Treasurer, prepare draft budget for presentation to AGM for the next fiscal year.
- Represents FFO whenever possible at FFO, FFI official functions.
- Assist incumbent President-Elect in assuming role in next year.
- With Treasurer, achieve electronic submission of membership fees and exchange activity fees.
- Update FFO bylaws to reflect changes in financial practices.

**FFO Past President**

**General Accountability**

Reporting to FFO President, the FFO Past President is accountable for acting as a support and mentor for the incumbent president.

**Key Activities**

- Acts as a support and mentor for the incumbent president.
- Attends board meetings with voting privileges for the first year in the position of Past President.
- Chairs the Nominating Committee to nominate candidates for next year’s Board. See Article 6 of FFO By-Laws.
- Works with the President to fill any positions that may become vacant during a term of office.

**Strategies**

- Appoints 3 or more Club members as ad hoc members of the Nominations Committee.

**FFO VP Journeys**

**General Accountability**

Reporting to the FFO President, the FFO VP Journeys is accountable for overseeing and coordinating FFO Outbound and Inbound journeys.

**Key Activities**

- Organizes Journey registration and payment processes.
- Develops Journey-related procedures and delivers training.
- Collects statistics regarding members’ Journey activities.
- Selects and proposes all Journey Coordinators for approval by Board Members
- Maintains and updates all Journey-related documents.
- Participates with Board Members in management of FFO.

**Strategies**

- Schedules Journey Coordinator and Treasurer training annually for all new Journey leaders.
- Participates in the process for the selection of future Journey destinations in collaboration with FFO President; maintains list of potential future Journeys, as offered by other clubs and expressions of interest by Ottawa members and contacts.
- Manages Journey registration process, determining effective timeframes and deadlines.
- Manages process for oversubscribed Journeys, including payment of deposits, draw for available spaces, if necessary and management of standby and waiting lists.
- Supports all coordinators in their leadership role before, during and following a Journey.
- Liaises with Club President and FFI to ensure as much as possible all Journeys are filled; facilitates advertising of undersubscribed Journeys on FFI and Canffex websites.

**FFO VP Membership**

**General Accountability**

Reporting to the FFO President, the FFO VP Membership is accountable for the development and implementation of an annual new member-focused recruitment action plan.

**Key Activities**

- Prepares an annual recruitment action plan.
- Convenes a Membership Committee to act as an advisory committee on issues pertaining to membership.
- Organizes information sessions for potential members.
- Collects membership fees in collaboration with the Treasurer.
- Recruits mentors for new members.
- Assists in providing analysis and reports on active members and resignations.
- Supervises maintenance the FFO Membership Directory.
- Updates the FFO Membership Manual as required.
- Participates with Board Members in management of FFO.

**Strategies**

- Welcomes and introduces new members at each General Meeting; presents FFO membership badges.
- Organizes and carries out a New Member Reception annually.
- With assistance from the Membership Committee, schedules New Member Dinners (or other hosted events) at intervals with board members and seasoned members to assist in new member club integration.

**FFO Treasurer**

**General Accountability**

Reporting to the FFO President, the FFO Treasurer is accountable for the stewardship of the FFO Club finances.

**Key Activities**

- Maintains an account of the Club’s financial position.
- Establishes and monitors banking and accounting practices.
- Collects annual FFO membership fees in collaboration with the VP Membership
- Monitors club expenditures.
- Prepares the fiscal year budget forecast.
- Maintains and revises (as required) the Guide for Inbound and Outbound Journey Treasurers in collaboration with the VP Journeys and FFO President.
- Is responsible for all matters pertaining to the Club’s liability insurance.
- Participates with Board Members in management of FFO.

**Strategies**

- Presents FFO financial position at each board meeting or provides a current financial position report if unavailable to attend.
- Presents FFO financial position at GMs as requested by President and board of directors.
- Makes recommendations regarding financial practices to improve efficiency.
- Works with the FFO Board to develop the fiscal year budget forecast.
- Presents the draft fiscal year budget forecast to the membership at the AGM.
- Provides all necessary information to facilitate the Financial Reviewer in performing the club’s annual financial review.
- Assists the VP Journeys in training Journey Treasurers and supports Journey Coordinators in their role of managing fiscal aspects of Journeys.

**FFO Secretary**

**General Accountability**

Reporting to the FFO President, the FFO Secretary is accountable for the preparing and retaining the record of decisions at all Board, General and Annual FFO Meetings in accordance with standard archival practices and procedures.

**Key Activities**

- Takes minutes, maintains and monitors all action items.
- Distributes draft minutes; makes necessary revisions and re-distributes.
- Distributes draft agendas, past meeting minutes and other documents as requested by President.
- Electronically files all minutes and forwards approved minutes to FFO President for web site publication.
- Ensures availability of meeting venues for all meetings.
- Takes attendance at all meetings.
- Participates with Board Members in management of FFO.

**Strategies**

- Presents draft minutes to President for review, revision.
- Distributes minutes to board members.
- Maintains list of current board members with contact information.
- Books all meeting rooms for board meetings, GMs and AGM; establishes contract with venue; makes payment on behalf of FFO.
- Ensures all minutes and newsletters are up to date on the FFO Website.
- Provides a hard copy of FFO newsletter on request of members.

**FFO Director-at-Large 1**

**General Accountability**

Reporting to the FFO President, the FFO Member-at-Large 1 collaborates with other Board members as required to achieve the priorities of the Board.

**Key Activities**

- Collaborates with other Board Members to achieve priorities including but not limited to collection and analysis of Journey activities, Journey vignettes and photos for posting on FFO website, promotion of FFO.
- Provides technical support for board, if able, e.g. postings on FFO calendar, Journey templates, member surveys, etc.
- Contributes to board activities as determined by personal abilities, interest and “fit” with current board directions and officers.

**Strategies**

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**FFO Director-at-Large 2**

**General Accountability**

Reporting to the FFO President, the FFO Member-at-Large 2 (New Member, 3 years or less) collaborates with other Board members as required to achieve the priorities of the Board.

**Key Activities**

- Provides to the Board a new member’s perspective on club activities, directions, priorities and board decisions.
- Provides a new member’s perspective regarding changes in club membership’s satisfaction, interests and issues.
- Collaborates with other VPs to achieve priorities including but not limited to new member recruitment, retention, participation & engagement strategies.
- Contributes to board activities as determined by personal abilities, interest and “fit” with current board directions and officers.
- Is a member of the Membership Committee.

**Strategies**

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